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-R-1-2674

22 September 1950

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CIA Emergency Plan

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MEMORANDUM FOR: CIA EMERGENCY PLANNING COMMITTEE

SUBJECT: Amendment of Draft

REFERENCE: Enclosure to COAPS Memo for the CIA Emergency Planning Committee dated 1 September 1950,
Subject: Request for Committee Approval of Attached Draft

1. The reference is a draft memorandum for the Director concerning the provision of a post-disaster custodian for the Repository for Vital Documents. Since receipt of the comments of the members of the Committee concerning the draft memorandum, several changes in the draft appear to be necessary. These amendments are indicated below:

a. Paragraph 1, line 6, should be amended to read:

"of a suitably qualified, trained, and instructed individual to be the post-disaster"

b. Paragraph 2a should be amended to read:

"a. The post-disaster custodian must be stationed outside of Washington, so employed as to ensure his immunity to any disaster which may overtake CIA in Washington."

c. Paragraph 2b should be amended to read:

"b. He must be well-acquainted with the contents of the Repository as well as being suitably trained and instructed."

d. Paragraph 2h should be amended to read:

"h. The post-disaster custodian must be at the disposal of OCD for pre-disaster training, but this will require only a small part of his time, not more than 5 to 10 per cent once the Repository is established, and will not require that he visit Washington."

e. Paragraph 3a should be amended to read:

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necessary to his functioning as post-disaster custodian. It is not necessary that the individual be a technically trained librarian as he will not be required to originate and establish a system, but it is essential that he be of a stature adequate to the responsibilities he may have to assume in the confusion following a disaster."

f. Paragraph 3b, line 3, should be amended to read:

"ing the necessary training applicable to his position as post-"

25X1C4A g. Paragraph 3d (1) should be amended to read:

h. Paragraph 3d (2) should be added as follows:

"(2) He will not visit the Washington Metropolitan Area unless specifically authorized or instructed by the AD/OCD to do so."

i. Paragraph 3d (2) should become Paragraph 3d (3) and be amended to read as follows:

25X1A6A "(2) (3) Upon his receipt of a week's advance notice from the AD/OCD, he will be available [] to OCD at the Repository each time a shipment to the Repository is delivered and disposed therein, his presence being necessary for training purposes. During such periods he will be subject to the orders of the AD/OCD."

j. Paragraph 3e should be added as follows:

"e. Designate the AD/OCD as the official responsible for ensuring the successful maintenance and survival of a satisfactory individual as post-disaster custodian. He should recommend any changes in the arrangement outlined in this memorandum, which experience proves are necessary. The AD/OCD should be given no responsibility for the employee or the position except those mentioned specifically herein."

k. Paragraph 5c should be amended to read:

"c. That the employee be procured, trained, and utilized as outlined in Paragraph 3 above."

2. It is requested that all members of the Committee indicate their approval or other reaction to these amendments not later than 29 September.

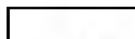
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Telephone messages are satisfactory. No meeting will be called to consider the amendments unless such action is requested by a Committee member. If all members of the Committee concur with the amendments, the memorandum will be dispatched to the Director.

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